

## State Assessors Board *Assessor's Training Manual* CD Order Form

The State Assessors Board *Assessor's Training Manual* is essential to certified assessing officers. The training manual consists of four volumes and includes over 1,700 pages. The contents of each volume are listed below. A Compact Disc (CD) of the training manual, which includes all four volumes, is available for order through the State Assessors Board. The cost of the CD is \$20. To request a CD of the State Assessors Board *Assessor's Training Manual*, complete this form and submit it with payment to the following address:

Michigan Department of Treasury  
State Assessors Board  
PO Box 30471  
Lansing, Michigan 48909-7971

**Enclose payment of \$20 per CD made payable to the "State of Michigan". Please allow two to four weeks for delivery. THIS FORM MUST ACCOMPANY PAYMENT.**

Name		
Street Address		Daytime Telephone Number
City	State	ZIP Code
Number of Training Manual CDs Requested	Total Payment Enclosed – Number of CDs x \$20	

### State Assessors Board *Assessor's Training Manual* CD Content:

#### Volume 1:

Chapter 1: Local Government Finance/Property Taxation  
Chapter 2: Property Tax Law/Tax Calendar  
Chapter 3: Valuation Concepts  
Chapter 4: Assessment Administration/Public Relations  
Chapter 5: Equalization  
Chapter 6: Real Property Descriptions  
Chapter 7: Vacant Land Valuation

#### Volume 3:

Chapter 14: Board of Review  
Chapter 15: Required Reports  
Chapter 16: Mass Appraisal/Computer  
Chapter 17: SAB/MTT/STC/SBA

#### Volume 2:

Chapter 8: Taxable Value  
Chapter 9: Cost Approach  
Chapter 10: Farm Property  
Chapter 11: Forest/Timberlands  
Chapter 12: Personal Property  
Chapter 13: Special Assessments

#### Volume 4:

Chapter 18: Commercial Property  
Chapter 19: Industrial Property  
Chapter 20: Sales Comparison Approach  
Chapter 21: Income Approach